



## Administrative Regulation

### COVID-19 Safe Workplace

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| <b>Policy #</b>        | 03-09.02          |
| <b>Effective Date:</b> | February 14, 2022 |
| <b>Revision Date:</b>  | N/A               |
| <b>Owner:</b>          | Human Resources   |

#### **Purpose:**

To mitigate the spread of coronavirus. It's important that we all respond responsibly and transparently to these evolving health precautions.

#### **Scope:**

This regulation applies to all individuals who are physically present in our facilities. We strongly recommend to our remote working personnel to read through this regulation as well, to ensure we collectively and uniformly respond to this challenge.

#### **Policy:**

We must work together to reduce the spread of COVID-19 while at work. A risk management approach must be used to eliminate and/or minimize the risk of spreading or contacting COVID-19 in the workplace so far as reasonably practicable.

All employees, interns, volunteers, and elected officials are encouraged to be vaccinated and to receive recommend booster shots. Some employees may be required to have or obtain a COVID-19 vaccination as a term and condition of employment at the City, due to their specific job duties. Employees subject to mandatory vaccination requirements should follow all relevant vaccination procedures in this policy.

This policy is subject to modification as new regulations, information and guidance become available. The City relies on guidance from the U.S. Centers for Disease Control and Prevention (CDC) and the Oregon Health Authority and (OHA) and Oregon OSHA (OR-OSHA) to prevent the spread of COVID-19.

#### **Procedure:**

##### **1. Supporting COVID-19 Vaccination**

###### *1.1. Vaccine Leave*

1.1.1. An employee may take up to four hours of work time per dose to travel to the vaccination site, receive a vaccination, and return to work.

1.1.1.1. If an employee spends less time getting the vaccine, only the necessary amount of work time will be granted.

1.1.1.2. Employees who take longer than four hours to get the vaccine must send their supervisor an email documenting the reason for the additional time (e.g., they may need to travel long distances to get the vaccine).

1.1.2. Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave to cover the additional time. If an employee is vaccinated outside of their approved duty time they will not be compensated.

## 1.2. *Vaccine Side Effect Leave*

1.2.1. Employees may utilize up to two workdays of sick leave or Paid Time Off (PTO) immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working.

1.2.2. Employees who have no sick leave will be granted up to two days of additional paid COVID leave days immediately following each dose if necessary.

## 1.3. *Process for Vaccine and Vaccine Side Effect Leave Approval.*

1.3.1. The following procedures apply for requesting and granting work time to obtain the COVID-19 vaccine or sick leave to recover from side effects:

1.3.1.1. Employees should request the time off consistent with their department request process.

1.3.1.2. Leave with pay to obtain a vaccine should be coded as “COVID-19 Paid Leave” noted in the comments “vaccine leave” and,

1.3.1.3. Employees recovering from vaccine side effects without sick leave or available PTO hours will code the time as “COVID-19 Paid Leave” noted in the comments “Side effects”.

## 2. Mask Requirements for Indoor Spaces

2.1. Individuals are expected to follow regulatory safety (i.e. OR-OSHA, Oregon Health Authority, and Lane County Public Health) requirements including those related to using *face masks*, *face coverings* or *face shields* and physical distancing in response to the COVID-19 pandemic.

2.2. Individuals, regardless of vaccination status, are required to wear a mask, face covering or face shield except as exempted as outlined in 2.3 below when in an indoor space.

2.3. Individuals are not required to wear a mask, face covering or face shield when:

2.3.1. The individual is under five years of age or not yet in kindergarten.

- 2.3.2. Is actively eating or drinking.
  - 2.3.3. Is engaged in activity that makes wearing a mask, face covering or shield not feasible.
  - 2.3.4. Is in a private individual workspace used for work by one individual at a time that is enclosed on all sides with walls from floor to ceiling and with a closed door.
  - 2.3.5. Must remove the mask, face covering or face shield briefly because the individual's identity needs to be confirmed by visual comparison.
  - 2.3.6. Is performing, including but not limited to playing music, delivering a speech to an audience.
  - 2.3.7. Where the City has determined that the use of face coverings is not feasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).
- 2.4. Individuals may provide their own face masks, face coverings or face shields or may request them from their supervisor.

### 3. Exposure Isolation/Quarantine Requirements

- 3.1. Employees who are *up-to-date* on their COVID-19 vaccination at the time of exposure to COVID-19 and are not experiencing symptoms, quarantine is not required.
- 3.2. Employees who are not up-to-date their COVID-19 vaccination at the time of exposure to COVID-19, are required to quarantine for 5 days. At the end of the 5-day quarantine, the City strongly recommends:
  - 3.2.1. Testing for COVID-19 around 5 to 7 days after exposure.
  - 3.2.2. The wearing of a mask while around others (indoor spaces and outside) for at least 10 days after exposure.
  - 3.2.3. Department monitoring for symptoms for at least 10 days after exposure.
- 3.3. Non-vaccinated law enforcement personnel may be permitted to work after exposure to ensure continuity of operations. To continue working, the exposed worker should remain symptom free and the department must:

- 3.3.1. Screen the worker for symptoms of COVID-19 (fever, cough, or shortness of breath) before each work shift.
- 3.3.2. Regularly monitor the worker for symptoms, under the supervision of an occupational health program.
- 3.3.3. Ensure the worker practices social distancing (remaining at least 6 feet from others).
- 3.3.4. Ensure the worker wears a facemask (or cloth face covering if facemasks are not available) to protect others.
- 3.3.5. Send the officer home immediately if they develop symptoms of COVID-19 (fever, cough, or shortness of breath) and clean and disinfect surfaces in their workplace.

#### 4. Positive COVID-19 Test Results

##### *4.1. Employee Notification*

- 4.1.1. All employees are expected to notify their supervisor or manager in the event that they:
  - 4.1.1.1. Test positive for COVID-19,
  - 4.1.1.2. Have been diagnosed with COVID-19 by a licensed healthcare provider,
  - 4.1.1.3. Are sick or experiencing COVID-19 symptoms while at home or at work, or
- 4.1.2. An employee who experiences any of the above criteria should immediately leave the workplace and stay away until they meet the return-to-work criteria.

##### *4.2. Workplace Notification*

- 4.2.1. When an employee notification occurs or the City becomes aware that a person with confirmed COVID-19 has been in the workplace by any other means, the following measures will be taken:
  - 4.2.1.1. Based on a reasonable assessment of the activity of the individual with confirmed COVID-19, the City will seek to identify each employee who was likely to have been within 6 feet of the infected individual for a cumulative total of 15 minutes or more. Those employees will be notified individually of the exposure (by telephone, text message, or e-mail) and will be advised that they should seek guidance from their individual physician or from local public health officials about testing options.
  - 4.2.1.2. The individual who was the source of the exposure will not be identified.

- 4.2.1.3. In addition, the following notification will be sent to everyone working in the facility where the exposure occurred, even if they did not appear to have close contact with the individual in question:

*“We have been notified an individual who has been present at [location] has been diagnosed with COVID-19. We are notifying those individuals who appear to have had close contact with the individual, but we want to alert everyone to the possibility of exposure.*

*If you experience symptoms of COVID-19 illness, please inform [contact person] and contact your health care provider. The City, as always, will protect all employee medical information and will disclose it only to the degree such disclosure is strictly necessary.*

*For more information on COVID-19, including symptoms of which you may want to be aware, please visit the Oregon Health Authority COVID-19 website or the US Centers for Disease Control & Prevention COVID-19 website.”*

#### 4.3. Medical Removal from the Workplace

- 4.3.1. The City will immediately remove an employee from the workplace if they have:

- 4.3.1.1. Received a positive COVID-19 test,
- 4.3.1.2. Have been diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate), or,
- 4.3.1.3. Fall underneath the exposure guidelines.

- 4.3.2. If an individual disputes the City’s determination that a significant health risk to public, coworkers or self exists, the individual must submit a statement from their attending health care provider that the individual’s continued presence in the workplace poses no significant health risk to the individual, coworkers, or the public.

#### 4.4. Workplace Cleaning

- 4.4.1. When an employee notification occurs or the City becomes aware of an individual with a confirmed COVID-19 test result, the department leadership must coordinate the cleaning and disinfecting any common areas, high-touch-surfaces, and any shared equipment under the employer’s control that an individual known to be infected with COVID-19 used or had direct physical contact with.
- 4.4.2. If the City learns of the exposure between 24 and 72 hours after the individual was last present in the space, only cleaning is required, not sanitizing.

- 4.4.3. If the City learns of the exposure more than 72 hours after the individual was last present in the space, no exceptional cleaning or sanitizing is required.
- 4.4.4. It is recommended that exposed areas be closed off and a waiting period of at least several hours (or as long as feasible) be followed prior to cleaning and disinfecting.

#### *4.5. Return-to-Work Criteria*

- 4.5.1. For any individual who is medically removed from the workplace because of a COVID-19 positive, the City will keep them removed from the workplace until the employee receives either a:

- 4.5.1.1. Negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to seek a NAAT test for confirmatory testing;

- 4.5.1.2. Meets the return to work criteria in Lane County Public Health “[Quarantine & Isolation Resources](#)”; or

- 4.5.1.3. Receives a recommendation to return to work from a licensed healthcare provider.

- 4.6. Under Lane County Public Health “Quarantine & Isolation Resources,” asymptomatic employees may return to work once 5 days have passed since the positive test, and symptomatic employees may return to work after all the following are true:

- 4.6.1. At least 5 days have passed since symptoms first appeared, and

- 4.6.2. At least 24 hours have passed with no fever without fever-reducing medication, and

- 4.6.3. Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

- 4.7. If an employee has severe COVID-19 or an immune disease, the City will follow the guidance of a licensed healthcare provider regarding return to work.

#### 5. COVID-19 Testing Costs

- 5.1. The City is responsible for the cost associated with any COVID-19 testing required by the employer including the employee’s time and any reasonable travel cost. Expense receipts should be submitted to Human Resources.

#### 6. Remote Work

- 6.1. Any employee who is medically removed from the workplace to quarantine or isolate for COVID-19, will be allowed the option to work at home if suitable work is available and the employee's condition does not prevent it.

## 7. Confidentiality and Privacy

- 7.1. All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

## 8. Questions

- 8.1. The requirements and conditions for maintaining a COVID-19 safe workplace continue to change and the City makes its best effort to keep individuals informed.
- 8.2. Please direct any questions regarding this policy to the Human Resources Department.

## **Definitions**

1. "*Cleaning*" means the use of soap or detergent.
2. "*COVID-19*" is a contagious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). Symptoms of COVID-19 are variable, but often include fever, cough, headache, fatigue, breathing difficulties, and loss of smell and taste.
3. "*Disinfect*" is the use of a product or process designed to inactivate COVID-19.
4. "*Employees*" include all individuals who are employed by, serve as volunteers to, or are elected officials for the City of Springfield.
5. "*Face covering*" means a cloth, polypropylene, paper or other covering that covers the nose and the mouth and that rests snugly above the nose, below the mouth, and on the sides of the face. Coverings that incorporate a valve that is designed to facilitate easy exhalation or mesh masks or other covers with openings, holes, visible gaps in the design or material, or vents are not appropriate face coverings because they allow droplets to be released from the covering.
6. "*Face shield*" means a transparent plastic shield that covers the wearer's forehead, extends below the chin, and wraps around the sides of the face. Devices that place a shield in front of only the user's nose and mouth do not meet the definition of a mask, face covering, or face shield. Face shields are normally used as protection for the face and eyes and their use as a means of "source control" should be discouraged when more suitable alternatives are available, but they remain a compliant (although not preferred) means of "source control" in relation to COVID-19.

7. “*Mask*” means a means a medical grade mask and commonly referred to as a surgical, medical procedure, dental, or isolation mask.
8. “*Indoor spaces*” means anywhere indoors, including but not limited to public and private workplaces, businesses, indoor areas open to the public, building lobbies, common or shared spaces, classrooms, elevators, bathrooms, transportation services and other indoor space where people may gather for any purpose. An indoor space does not include a private residence or a private automobile being used for personal use and that is not used for ride sharing services.
9. “*Private individual workspace*” means an indoor space within a public or private workplace used for work by one individual at a time that is enclosed on all sides with walls from floor to ceiling and with a closed door.
10. “*Sanitizing*” is the process of both cleaning and disinfecting a surface or object.
11. “*Up-to-date*” means that the employee has: received a COVID-19 booster, is completed the primary series of Pfizer or Moderna within the last 6 months or completed the primary series of J&J within the last 2 months.
12. “*Workplace*” includes any place where an employee is performing work on behalf of the City (excluding remote work). This includes physical spaces and City-owned vehicles.

**Resources:**

1. [Oregon Health Authority COVID-19 Updates](#)
2. [Oregon OSHA - COVID-19 and Oregon OSHA](#)
3. [CDC - COVID-19](#)
4. [COVID-19 What to do if you Test Positive](#)
5. [Lane County Exposure Guidelines](#)



**CREATION (Original):**

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| This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur. |  |               |  |
| <b>Approved By:</b>  |  | <b>Dates:</b> |  |
|  |  |               |  |
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**PERIODIC REVIEW:**

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| <b>Reviewer:</b> |  | <b>Date:</b> |  |
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**REVISIONS:**

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|                        | <b>Reason/Summary of Changes:</b> |  |              |  |